

Memorandum

5050
MAIN

DATE: 9 June 1987

FROM: Foreman, Water Treatment Branch

TO: All Personnel; Water Treatment Branch

SUBJ: BEING RELIEVED ON DUTY AND RELIEVING PERSONNEL ON DUTY: INFORMATION CONCERNING

1. Commencing immediately shift personnel throughout Water Treatment Branch will not leave their properly assigned plants until they have been properly relieved. Properly relieved means they will physically be relieved by the on-coming relief. Telephone calls from the relief stating go ahead I will be there is not considered being properly relieved.
2. If at the end of your shift you have no relief you will call Building 670 stating same to the Leader on duty and remain on the job until you have been properly relieved; or unless you receive word to leave from Supervisory Personnel. If you leave without being properly relieved or without word from Supervisory Personnel, Disciplinary Action may be taken for "Leaving Job to Which Assigned on Navy Premises at any Time During Working Hours Without Proper Permission".
3. Calling personnel on duty from other plants such as Montford Point or Onslow Beach is not considered being properly relieved. Personnel reporting for duty will relieve personnel on duty from the following locations: Building 20, Building 670, Building RR-85, Building MCAS 110, Building BB-190.
4. Personnel on duty at Building 670 will log in log book all appropriate information concerning personnel being late or not reporting for duty and call me or Mr. Frazelle as conditions necessitate.
5. If at any time any personnel have any doubts or questions concerning the above stated information do not hesitate to have the Leader on duty at Building 670 call me or Mr. Frazelle for instructions.

STANLEY L. MILLER

